

MEMORANDUM

To: Public School Superintendents and Principals
From: Division of Accreditation, Assistance, and Awards
RE: Certified Position Highly Qualified Verification
Date: May 11, 2007

As a requirement for obtaining federal approval of its Highly Qualified Teacher Plan Extension, the Indiana Department of Education is required to ensure that each school corporation has plans in place to assist non-highly qualified public school teachers in meeting the highly qualified requirements. Data from each school corporation will be submitted to the Indiana Department of Education, via the Application Center. The collection is called "Certified Position HQ Verification" and can be accessed at: <https://ac.doe.state.in.us/AppCenter/>.

Certified Position Highly Qualified Verification

School corporations view a list of all certified teachers and their highly qualified (HQ) status as reported on the Certified Employee/Certified Professional (CE/CP) as of October 1, 2006 data collection. This verification is via the Input Screen only. No file transfers will be accepted. School officials must complete the following:

- Confirm the accuracy of the HQ status for all certified teachers in the core academic subjects
- Update the data to reflect the current HQ status of all teachers
- Report how non HQ teachers plan to become highly qualified
- Report whether the teacher plans to be HQ by September 1, 2007

Directions:

- 1) Access the Application Center.
- 2) The Certified Position HQ Verification can only be viewed by the user group 'Employee Administration' in the Application Center.
- 3) To view the data in the Application Center you will need to go to Data Transfer > Input Forms > Certified Position HQ Verification.
- 4) A list of all core academic subjects will be reflected in the search results when you initially go into this application. You may filter (search) by any field represented.
- 5) At the right-hand side of the list of teachers, you will see an 'edit' button which you will click to update your data. If a teacher is not highly qualified, you will need to select one of the following from the "HQ Plan" drop down box, depending on whether the teacher teaches elementary or secondary grades:

Elementary Teachers NOT HQ (Grades K-6) Secondary Teachers NOT-HQ (Grades 7-12)

- | | |
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| • Pass the required PRAXIS II exam | • Pass the required PRAXIS II exam |
| • complete the HOUSSE | • complete the HOUSSE |
| • Will be removed from assignment | • Complete 24 credit hours in the Core Academic Subject (CAS) |
| | • Earn a masters degree in CAS |
| | • Complete the NBPTS in CAS |
| | • Earn a bachelor's degree in CAS |
| | • Will be removed from assignment |

- 6) Once making updates to the data, you will need to click the "Save" Button.

For more information concerning highly qualified teacher requirements, see Indiana's Highly Qualified Teachers Web site: <http://www.doe.state.in.us/hqt/>. In case of content questions pertaining to highly qualified teacher requirements, contact Jennifer Campbell at (317) 233-3469 or toll free at 1-800-894-4044, or via e-mail at campbell@doe.state.in.us. For technology questions, please contact Amy Hart (EIS) at 317-232-0808.